



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5750.1E
OOP
22 Mar 2010

COMNAVCRUITCOM INSTRUCTION 5750.1E

From: Commander, Navy Recruiting Command

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.12

1. Purpose. To revise the guidelines for preparation and submission of the annual command operations report required by reference (a).

2. Cancellation. COMNAVCRUITCOMINST 5750.1D. Revisions are identified by an "(R" in the right hand column.

3. Background

a. Reference (a) establishes guidelines for annual submissions of command operations reports for naval activities.

b. Reference (a) lists the type of information to be included and the format to be followed when preparing command operations reports.

4. Action

a. Department Directors and Special Assistants. Submit command operations report inputs to the Staff Support Office (SSO) per the guidelines contained in reference (a). These inputs shall be comprehensive and include statistics, charts, and reports for the entire fiscal year. Inputs are due to the SSO NLT 30 days following the end of the fiscal year.

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b. SSO. Review inputs and assemble report for submission to the Director, Naval Historical Center NLT 1 December of each year. Retain local copy on file for two years.

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c. Navy Recruiting Region Commanders and Navy Recruiting District Commanding Officers. Submit command operations reports per reference (a) directly to the Director, Naval Historical Center, Washington Navy Yard, 805 Kidder Breese SE, Washington, DC 20374-5060. Retain local copy on file for two years.

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5. Reports. Report Control Symbol OPNAV 5750-1 has been assigned to the reporting requirement contained in reference (a).

/s/

R. L. GRAF

Deputy

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